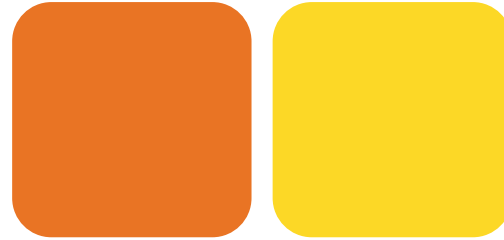




North Carolina School Boards Association

BuyBoard National Purchasing Cooperative



BuyBoard was created to support and serve public schools, municipalities, counties, and all types of local government agencies and nonprofits.

Purchasing through BuyBoard means your school district is helping to support the statewide organization that supports you (NCSBA).

The goal is to provide members with competitive pricing, a trusted and transparent procurement process, and reduced administrative procurement costs.




What is a purchasing cooperative?



A purchasing cooperative is a type of cooperative arrangement to aggregate demand to get lower prices from selected awarded suppliers.


What does that mean?

Leverages the power of nationwide volume, so prices are often lower than an individual local governments or school district can get on their own.



THE PURCHASING
POWER **OF MANY**

SAVES **YOU** MONEY
WITH NO COST OR OBLIGATION TO YOU



BuyBoard National Purchasing Cooperative



Highlights:

- BuyBoard has a 25-year history
- Lead agency controlling the procurement process and life cycle of the contracts
- Gains access to a wide range of vendors with pricing based on national volume levels
- Public Agency that helps provide funding to enhance North Carolina public education
- Outreach to encourage MWBE, HUB, local and regional vendors to participate



Examples of Education Contracts

- #653-21 Instructional Materials and Classroom Teaching Supplies and Eq. (120 approved vendors)
- #667-22 Furniture for School, Office, Science, Library and Dorm (70 approved vendors)
- #609-20 Library Books, Used Textbooks, and Other Books (52 approved vendors)
- #670-20 Uniforms and Accessories (50 approved vendors)
- #619-20 Musical Instruments, Equipment, Supplies and Repairs (40 approved vendors)
- #630-20 School Buses, Options, and Parts (13 approved vendors)
- #677-22 Parks & Sports Field Lighting Products, Installation Services (6 approved vendors)

BuyBoard Membership is FREE to join:



How become a BuyBoard Member:

1. Login at:
buyboard.com/national/how-to-join
2. Complete the online form and submit
3. Login information will be sent to your coordinator and your agency may begin to purchase via the National BuyBoard program



BuyBoard National Purchasing Cooperative



Member Benefits:

- Compliance with state procurement requirements
- Makes school districts purchasing more efficient
- Saves administrative time and cost
- Reduce school districts RFPs
- Diverse vendor selection and choice
- Online Request For Quote (RFQ) feature
- Procurement staff will not have to go through preparing specifications, advertising bids, reviewing proposals, awarding bids, and defending awards

BuyBoard National Purchasing Cooperative



Purchasing Benefits:

- FREE TO JOIN – there is not a fee to participate in the purchasing cooperative
- LOWER COST- Leverages the power of nationwide volume, so prices are often lower than an individual school district or entity can get on its own
- RFP REDUCTION – Reduces the number of RFPs needed
- STREAMLINED PROCESS - Procurement staff doesn't have to go through preparing specifications, advertising bids, reviewing proposals, awarding bids, and defending awards
- LOCAL VENDOR OUTREACH - Seeks out MWBE's and Historically Underutilized Businesses (HUB). There is the ability for local vendors to bid on regional or national business opportunities, which brings more revenue to your local community.



North Carolina BuyBoard Members

Alamance-Burlington School System (NC)

Apex, Town (NC)

Appalachian State University (NC)

Ashe County Board of Education (NC)

Asheville, City (NC)

Black Mountain, Town (NC)

Blowing Rock, Town (NC)

Brunswick County Schools (NC)

Burlington, City (NC)

Caldwell Community College and Technical Institute (NC)

Caldwell County Schools (NC)

Cary, Town (NC)

Charlotte, City (NC)

Clinton City Schools (NC)

Concord, City (NC)

Conover, City (NC)

Craven County Schools (NC)

Dare County Board of Education (Dare County Schools) (NC)

Davidson County (NC)

Davie County (NC)

Durham County (NC)

Durham, City (NC)

East Carolina University (NC)

Elizabeth City - Pasquotank Public Schools (NC)

Fayetteville, City (NC)

Franklin County (NC)

Gaston County (NC)

Gastonia, City (NC)

Goldsboro, City (NC)

Greensboro, City (NC)

Greenville, City (NC)

Guilford County Schools (NC)

Harnett County Schools (NC)

Havelock, City (NC)

Henderson County (NC)

Henderson County Public Schools (NC)

Hickory Public Schools (NC)

Hope Mills, Town (NC)

Jacksonville, City (NC)

Johnston County Board of Education (NC)

Kannapolis, City (NC)

Kernersville, Town (NC)

Kinston, City (NC)

Maiden, Town (NC)

Mecklenburg County (NC)

Monroe, City (NC)

Moore County Schools (NC)

Morganton, City (NC)

New Hanover County (NC)

New Hanover County Schools (NC)

North Carolina State University (NC)

Onslow County (NC)

Onslow County Schools (NC)

Raleigh, City (NC)

Red Oak, Town (NC)

Robbins, Town (NC)

Shallotte, Town (NC)

Shelby, City (NC)

South Piedmont Community College (NC)

Tri-County Community College (NC)

Union County (NC)

University of North Carolina (Chapel Hill) (NC)

University of North Carolina (Greensboro) (NC)

University of North Carolina (Wilmington) (NC)

Wake County (NC)

Wake Forest, Town (NC)

Washington County Schools (NC)

Wayne County (NC)

Wilmington Housing Authority (NC)

Wilson County (NC)

Wilson, City (NC)



How to: Member Login Instructions

- Login: <https://www.buyboard.com/home.aspx>
- Enter user ID and password:
Member will need a user ID to search the full website for vendor contract information and more.
Contact info@buyboard.com (or) Jennifer.Lansden@buyboard.com to establish a user ID

The image shows a screenshot of the BuyBoard website. The top navigation bar includes links for Home, How to Join, Contact Us, and Member Login (which is circled in yellow). Below the navigation is a yellow banner with the text "hello possibilities" and "Increase your purchasing power, lower administrative costs, and streamline the procurement process" with a "LEARN MORE" button. To the right, a detailed view of the login form is shown, featuring the BuyBoard logo, a "Login" heading, and fields for Email, Password, and Confirm New Password. The form also includes a "Forgot Password" link and a "Login" button at the bottom.

- Login issues with BuyBoard: Recovery code emails are sent from Ping. Make sure the following emails are marked as “safe senders” - noreply@buyboard.com, donotreply@buyboard.com

Passwords: (minimum 8 characters, symbols, numbers, capital letter)

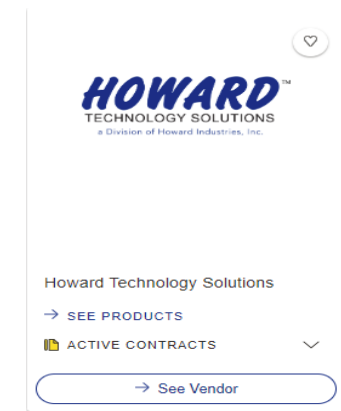
How to: find a product

If product is known, try the global search field in the top left corner. This will *only* work if a contract has priced items (ex: vehicles) or if vendor has provided product details (itemized pricing). If using the global search field, use the filters to narrow results.



Better Method:

Click on Shop > Vendors > type vendor name or contract information



← Howard Technology documents - Active contracts

How to: find a vendor

Click Shop > Vendors > drop down arrow - lists all contract categories> click contract name > awarded vendors will populate under the contract category

The screenshot shows the 'Shop > Vendors' page. The 'Vendors' tab is highlighted in yellow. Below the navigation bar, there are three search fields: 'Search Vendors', 'Contracts', and 'Line Items'. The 'Contracts' dropdown menu is open, showing a list of contract categories. Two yellow arrows point to the dropdown arrow and the list of categories.

Search Vendors	Contracts	Line Items	Pa
<input type="text"/>	<input type="text" value=""/>	650-21 Ambulances 814	
		663-22 Assistive Technology Products and Related Services	
		665-22 Athletic, Physical Education, Gymnasium Supplies ar	
		620-20 Auction Services 784	

or

If contract name is known: Click Shop > Vendors –type contract name

The screenshot shows the 'Shop > Vendors' page. The 'Vendors' tab is highlighted in yellow. Below the navigation bar, there are three search fields: 'Search Vendors', 'Contracts', and 'Line Items'. The 'Contracts' search field contains the text 'Tech' and is highlighted in yellow. A dropdown menu is open below the search field, showing search results for 'Tech'. A red error message 'Tech is not valid for t' is visible above the search results.

Search Vendors	Contracts	Line Items
<input type="text"/>	<input type="text" value="Tech"/>	<input type="text"/>
	Tech is not valid for t	
		663-22 Assistive Technology Products and Related Services 827
		661-22 Technology Equipment, Products, Services and Software 825

How to: print a vendor list

- My Current vendor export > click arrow under action excel spreadsheet of awarded vendors will download
- Numerous awarded vendors at the school district disposal

Sample of the contracts available for your use:

Instructional Learning Material

Technology – Hardware, Software, Licensing

Maintenance – Custodial, Grounds, HVAC, Fuel

Athletics, Public Safety

Outdoor – Bleachers, Turf, Track, Lighting

Band – Instruments, Uniforms

The screenshot shows the BuyBoard interface. At the top is a dark blue navigation bar with the BuyBoard logo on the left and navigation links: Home, Shop, Purchase, and Report (highlighted with a yellow circle). On the right of the navigation bar are icons for Home, Shop, Purchase, Report, a search icon, a notification bell, a user profile icon, and a shopping cart icon.

Below the navigation bar are filter controls: a 'Category' dropdown menu set to 'All', a 'Name' search box, a 'Type' dropdown menu set to 'All', and a checkbox for 'Only Favorites'.

The main content is a table with the following columns: CATEGORY, NAME, DESCRIPTION, TYPE, DATA FRESHNESS, and ACTION. The 'ACTION' column header is highlighted with a yellow box. The table contains five rows of data. The row for 'My Current Vendor Export' is highlighted with a yellow border. This row shows a 'Customer' category, the name 'My Current Vendor Export', a description 'Export listing all active vendors available to a specific customer.', a type of 'Excel Data', and 'Real-time' data freshness. The 'ACTION' column for this row contains a download icon and a heart icon.

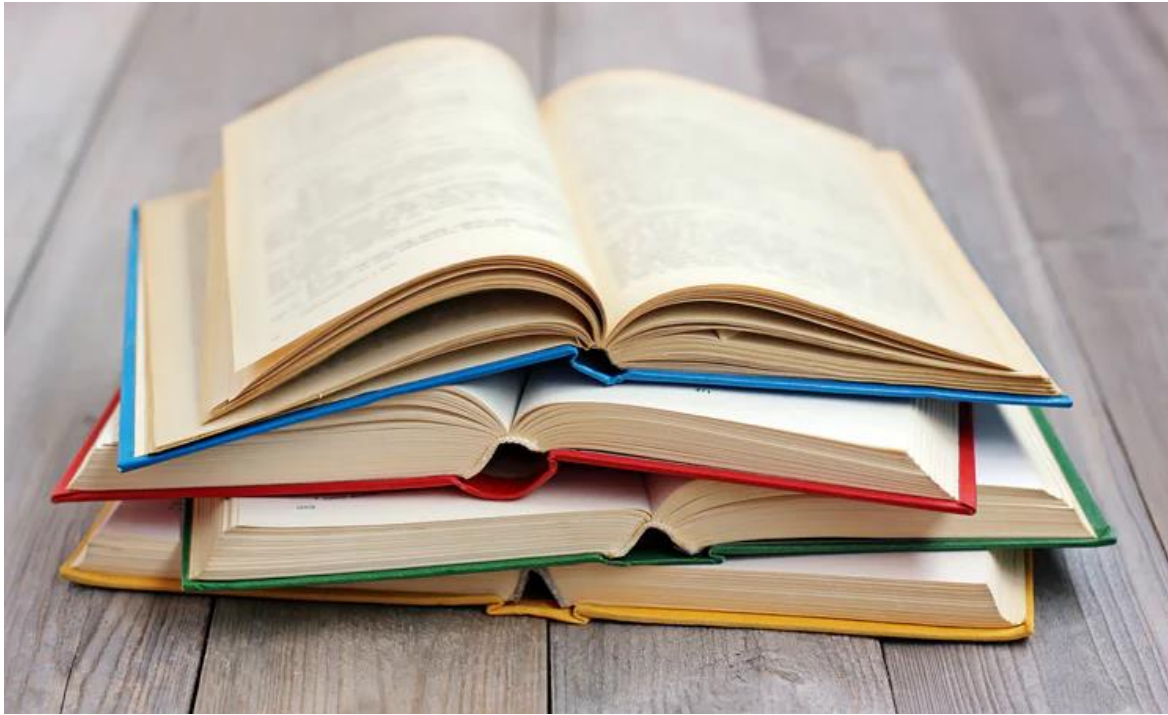
CATEGORY	NAME	DESCRIPTION	TYPE	DATA FRESHNESS	ACTION
Customer	My Current Vendor List	Printable report listing all active vendors available to a specific customer.	Paginated PowerBI	Real-time	
Customer	Rebate Detail Export	Purchase Order detail export for Purchase Orders included in the customer's annual rebate calculation.	Excel Data	Real-time	
Customer	Rebate Detail	Purchase Order detail for Purchase Orders included in the customer's annual rebate calculation.	PDF Export	Real-time	
Customer	My Current Vendor Export	Export listing all active vendors available to a specific customer.	Excel Data	Real-time	
Customer	Customer PO Summary YTD	This excel export of all PO activity for a selected customer.	Excel Data	Real-time	

When you use any of the BuyBoard contracts, please follow these easy steps:



- Select an Awarded BuyBoard Vendor
- Request a Quote from vendor per the BuyBoard Contract
 - Follow your entity procurement workflow process
- Issue and send the purchase order to the vendor, list the BuyBoard contract number on your PO.
- **Email a copy of the PO to info@buyboard.com and/or Jennifer.Lansden@buyboard.com for your entity state audit/ procurement compliance, and record keeping.**

It's that easy!



<https://www.buyboard.com/national.aspx>

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512.483.7105 office

423-322-3765 cell

**BuyBoard National
Purchasing Cooperative**

